

POLICY

M7 Regulatory Licencing

Main Author	Reviewer	Reviewer	Approver
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REV	Date	Status / Description of Changes
01	05/08/2019	Updating all laws/regulations dates to the current standard. Adjusting template, for a more clear layout.
02	14/08/2020	Updated Template Minor changes
03	07/12/2020	Minor adjustment to template
04	01/11/2021	Minor adjustment to template, laws/regulations checked

GRADEWELL

CONSTRUCTION AND PLANT HIRE

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Requirement

To hold all regulatory licences and permits relevant to the fleet operation.

Policy

The Company ensures that it holds valid licences or permits relevant to the operation and that procedures are in place to manage its licences.

Licences and permits include, but are not limited to:

- Operator licence
- Waste carriers' licence
- Passenger service permit
- Section 19 - not for profit passenger transport
- Section 22 - community bus permit
- Private hire licence

Licences and permits are:

- Held in the name of the correct legal entity of the organisation
- Specific for the operating centre being audited
- Reviewed to ensure any conditions and undertakings are being met
- Reviewed for changes for notification to the relevant licence or permit authority within the stated timescales, such as the Traffic Commissioner within 28 days

Licences and permits should have sufficient vehicle margin to allow for any flexibility required in the operation.

N.B Regulatory and operational licences and permits can differ across countries outside of Great Britain and the United Kingdom.

List of Licences

- Operator's Licence
- Waste Carriers Licence

Operator Licence checks

The Company ensures licence checks are included within the annual review. Checks will include:

- The licence is held in the name of the correct legal entity of the Company, specific for the operating centre
- The Company is correctly licenced to operate vehicles relevant to the operation
- The licence is in date
- The correct amount of vehicles are on the licence and match the amount of vehicles in operation and have sufficient vehicle margin to allow for any flexibility required in the operation
- Ensure any conditions and undertakings are being met
- Reviewed for changes for notification to the relevant licence or permit authority within the stated timescales, such as the Traffic Commissioner within 28 days
- **Any material change** occurs including, Change of Company Name, Director(s), Address, Transport Manager, Driver and/or relevant Company Convictions, these **MUST** be notified to the Traffic Commissioner Immediately

Thomas Barrett – Director

